



# WELCOME

Thanks for joining our Virtual Job Fair Tips Webinar  
Starting at 3:00 pm EDT

Please remember to put your computer  
in full screen mode

## Presenters



**Lori Adler** is a Senior Marketing Liaison and also manages our online events. She has been with the company over 5 years.

## Presenters



**Sarah Lind** has been an Employment Counselor here for over 5 years. Sarah specializes in placing our clients in community employment across the nation.

# October 6th Employers!

**Not a final list!**

**TIP: Research each company before the Oct. 6th Job Fair!**



**Allied Universal**

**American Express**

**Anthem**

**Concentrix**

**Convergys**

**Department Of Labor**

## October 6th Employers (con't)

**Enterprise Holdings, Inc.**

**Fifth Third Bank**

**Humana**

**LeadPoint**

**MarketLink**

**Pearl Interactive Network**

**Stateside BPO**

**Sykes Home**

**Teleperformance**

**TeleTech**

**Westat**

**Windy City Call Center**

**World Travel Holdings**



## 2 Kinds of Job Fairs

1. Public chat rooms that you enter and start a conversation with the employer, with the option for private chat with employer. Our job fair on October 6th will be this type.

1. Sign up for one-on-one chat with employer.

Your preparation will be similar for each of these types of job fairs!



# Keeping it Professional

The main way you will communicate with employers is in a chat room.

Remember everything you type in a chat room is a reflection of you. Be professional at all times!



# Keeping it Professional

Even if the employer is not in the room at the moment, they can later read the logs with your comments. Everything you type can be evaluated by employers.

Make sure each interaction is a positive one and displays the same professionalism as you would during an interview.





# Keeping it Professional

Being well prepared and making a great first impression, can really help you get hired.

In our last virtual job fair, several job seekers who came prepared got full interviews and were hired in the same week!



# Getting Ready For The Job Fair

Research the employers **prior** to the job fair to determine if they are a good job fit for you.

Review their websites and career pages and **make sure they hire in your state**. You don't want to be asking questions that are easily available to you online or above their chat room at the job fair.



# Getting Ready For The Job Fair

**Know which job you want:** If you see a position that you think you might qualify for beforehand, jot down the job number or job title and bring your questions about this specific job to the virtual event.

This not only shows good research, it also will help you focus on what skills and abilities you can highlight for the recruiter.



# Getting Ready For The Job Fair

If you are an Employment Options client, you can also talk to your employment counselor about which employers and job opportunities will be most suitable for you to visit.

Be sure to have your resume ready, in case a recruiter asks you to email it. Your employment counselor can also help you with that.



# Getting Ready For The Job Fair

Think about what you can offer and develop a statement about yourself that demonstrates:

1. How your experience translates to their needs.
2. How you can be a valuable part of their team.



# Getting Ready For The Job Fair

Find something you like about the company to mention.

**For example:** *I noticed your company's mission is helping others, and that really aligns with my values.*



# Getting Ready For The Job Fair

## Sample job opening: Job #357 Customer Care

As a Customer Care Associate you will answer inbound calls, providing customers with billing inquiries and technical assistance.

**Part-Time and Full-Time positions available.** Requires **flexibility** to work evenings, weekends, holidays, overtime and shift changes in shift depending on business needs

The primary activities of the position will include, but not be limited to: Providing routine **customer service billing support**, explaining billing statements to customers, handling collection issues, pro-rates, issuing credits, handling changes of service, and setting up and confirming appointments.



# Getting Ready For The Job Fair

A sample personal statement for this type of job:

Sally: My name is Sally Jones and I am delighted to meet you!

Recruiter: Hi Sally

Sally: I saw your job opening #357 for Customer Care Associate and was wondering if this job might be a good fit.

I have previously worked 3 years in a **billing** department for an electric company and I have a **flexible** work availability. Is this the type of experience this job requires?





# Getting Ready For The Job Fair

## Job #10965 Telephonic RN Case Manager

**Primary Responsibilities:** Make outbound calls to assess members' current health status; educate members on disease processes and encourage healthy lifestyle changes. Provide referrals and care coordination with home health, physicians, and others as needed.

**Requirements:** Current, unrestricted RN license in the State; Minimum 3 years experience in a hospital setting, acute care, direct care experience or experience as a telephonic Case Manager for an insurance company.

Basic level of experience with Microsoft Word – with the ability to navigate a Windows environment.

**Preferred Qualifications:** Bachelor's Degree. Knowledge and understanding of disease conditions such as diabetes and heart failure. Experience working with a senior population with chronic conditions.



# Getting Ready For The Job Fair

A sample personal statement for this type of job:

Amy: Hello, my name is Amy Smith, how are you today?

Recruiter: Hi Amy

Amy: I am not an RN, but I do have a Bachelor's degree in Wellness and have been a personal fitness and wellness coach for four years. I noticed your job opening #10965 for a Telephonic RN Case Manager. I would feel very comfortable working with **seniors with chronic conditions**. Does this job absolutely require that you be an RN?



# Getting Ready For The Job Fair

Recruiter: Hi Amy!

Unfortunately for this position, an RN degree is required. We do have another position #56220 for a Health Coach that does not require an RN degree.

Amy: Thanks! I will look it up and see if I qualify.



# Getting Ready For The Job Fair

Later the same day...

Amy: Hi Recruiter, I'm back!

Recruiter: Hi Amy

Amy: I looked at position and it looked like a great fit!! I am going to apply today.

Thanks so much for your help!



# Putting Yourself In Recruiter's Shoes

I would like to know more about work with XYZ corporation. Have you hired deaf or hard of hearing employees at this company before?

It is illegal for employers to discriminate against people with disabilities!! So they have to answer yes.

It would be far better to ask this question in response to a specific job.



# Putting Yourself In Recruiter's Shoes

Example:

*Are there any chat only jobs which a person with a hearing impairment would be able to work at successfully with your company?*

*If hired, would training be a problem or would you be open to possible accommodations, for example, the instructor using a web cam that is captioned to make training accessible?*



# Putting Yourself In Recruiter's Shoes

Are there any jobs for people with disabilities?

Same thing, legally, they must say yes. But why would an employer want to hire a 'disabled' person?

The better question would be:

*I have been off work for 4 years because of a disability that is now stable enough for me to try to return to work. I saw all your jobs are full-time, is part-time work a possible accommodation?*



# Putting Yourself In Recruiter's Shoes

Are there any jobs for people with disabilities?

Same thing, legally, employers must say yes. But why would an employer want to hire a 'disabled' person?

An even better approach:

*Hello, I am Joe Smith. I saw that you are hiring for a customer service gaming technician job #43, and I love to game! I would love to help others get started or solve their problems.*





# Putting Yourself In Recruiter's Shoes

Job Seeker: What kind of jobs do you have?

WHAT???:%X!! You mean you want me to look up job openings for you?

Why would I want to hire someone that doesn't take the time to look up our job openings?

**Being prepared at a job fair shows initiative**



# Asking Good Questions

Be sure to **ONLY** ask questions that are not clear in the job description!

Ask questions about the position to clarify job requirements.

*How long is the training for the customer service representative position?*



# Asking Good Questions

Clarify flexibility of a particular job.

Are there set hours or can a person work flexible hours within a set shift?

Are there part-time positions available and if not, is job sharing a possibility?

# Asking Good Questions

Clarify work conditions.

Would I be multi-tasking or doing repetitive type of work?

Would there be any possibility of working remotely a couple of days a week for job #3640?



# More Good Questions

I was wondering if you are hiring for more than one nurse for the on-site positions.

I was wondering about job #676P regarding your work at home medical phone screener. Is the training entirely at home or is on-site training required?

I saw on your website that you offer seasonal positions. Do these positions ever offer the opportunity for permanent employment with your company?



# Job Fair Etiquette

Employers will be managing their chat room in their own way. Some may greet you when you enter their room and others may initiate a private chat with you shortly after you arrive.

You may also initiate a private chat with one of the company representatives who will be displayed in the User list.



# Job Fair Etiquette

Be patient. Managing multiple chat conversations can be challenging to the employers when the chat sessions are very busy. **Pause - when you log-in!**

If the chat session is extremely busy, you may want to move to another room and visit again during a different scheduled chat session.



# After the Job Fair

1. Apply for appropriate jobs if you have not already.
1. If you have a LinkedIn account, try to find the recruiter you met at the job fair and 'friend them.'
1. Thank recruiter for being so helpful at the job fair and let them know you applied for a job.





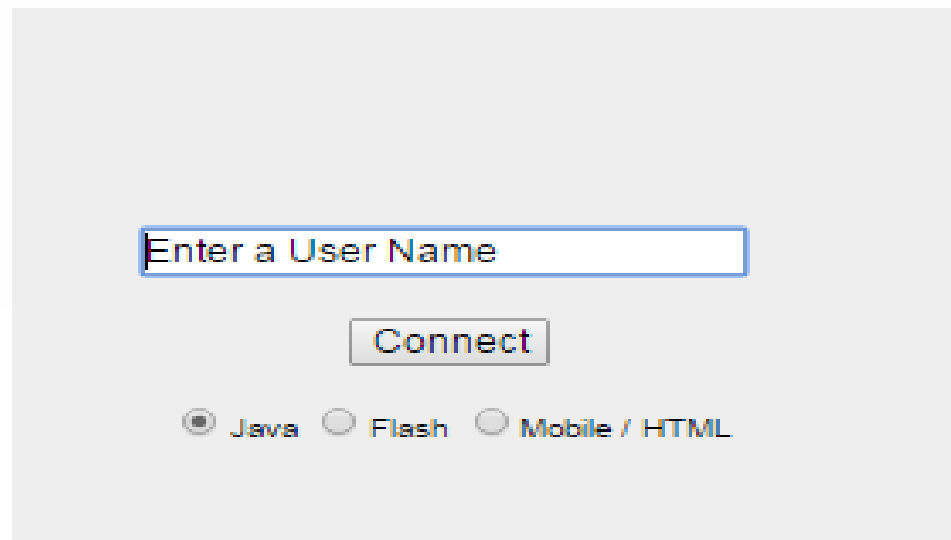
# What To Expect on October 6th!

- The night before the Job Fair on Wed. Oct 5th we will email log-instructions which include the Main Job Fair URL Link. (Check Your Spam!)
- There will only be **1** website link for the job fair.
- The Job Fair is entirely online. No audio!
- No Phone and No Webcam.
- You will only need an internet connection!

# What To Expect on October 6th!

- Top 2 sections on Main Job Fair webpage will be instructions and tips. You can read these the night before when you get the instructions email.
- Section C (last section) on Job Fair webpage = Employer Chat area.
- This is where you will find all Employer Chat rooms.
- Will scroll up and down on page to see all rooms.

# Example of Employer Chat Room



A screenshot of a web form for an employer chat room. The form is centered on a light gray background. It features a text input field with the placeholder text "Enter a User Name". Below the input field is a "Connect" button. At the bottom of the form, there are three radio button options: "Java" (selected), "Flash", and "Mobile / HTML".

Enter a User Name

Connect

Java  Flash  Mobile / HTML

# Where to Register for Job Fair

Open to entire general public nationwide!

**Must register online to attend:**

**Register @** <http://myemployeroptions.com/register-for-virtual-job-fair/>

Shortcut: **Myemployeroptions.com** Click 'Job Fairs'

# ABOVE EACH CHAT ROOM WILL BE:

- Chat Number
- Employer Name
- Employer Logo (click a logo to learn more about each company)
- Employer Schedule
- Types of Jobs
- States Hiring In

## Chatroom #3: Sutherland CloudSource



**10:00 AM EDT – 4:00 PM EDT– only**

**JOB OPENINGS:** Work At Home – only

**STATES HIRING IN:** ANYWHERE USA – in the 48 contiguous states

# Watch For Confirmation Email!

Registration Confirmation Email:

Will contain 2 Important Items. Read ASAP!

1). A Link to a Test Site to Practice Early

2). Software Tips & Suggestions

If you do not receive it, email [ladler@myemploymentoptions.com](mailto:ladler@myemploymentoptions.com)

# Summary of Important Tips

- Research each company **before** the fair by googling their website:
  - Tip: Google company name and careers ex. Convergys careers
  - **To see an Updated Employer List:**
    - **MyemploymentOptions.com** Click 'Job Fairs'
- After registering: Watch for a Confirmation email. Do the Software testing and practice on the demo site before the fair. Very important!
- **Don't ask the recruiter information that is readily available to you!**
  - **Read all information above each chat room before logging-in!**



## Ticket to Work

Employment Options is a nationally-recognized Certified Social Security Administration (SSA) Employment Network for the Ticket to Work program, which provides employment services to people who receive SSDI or SSI.

We have been in business for over 20 years and handle both Work At Home and On-site job placement.





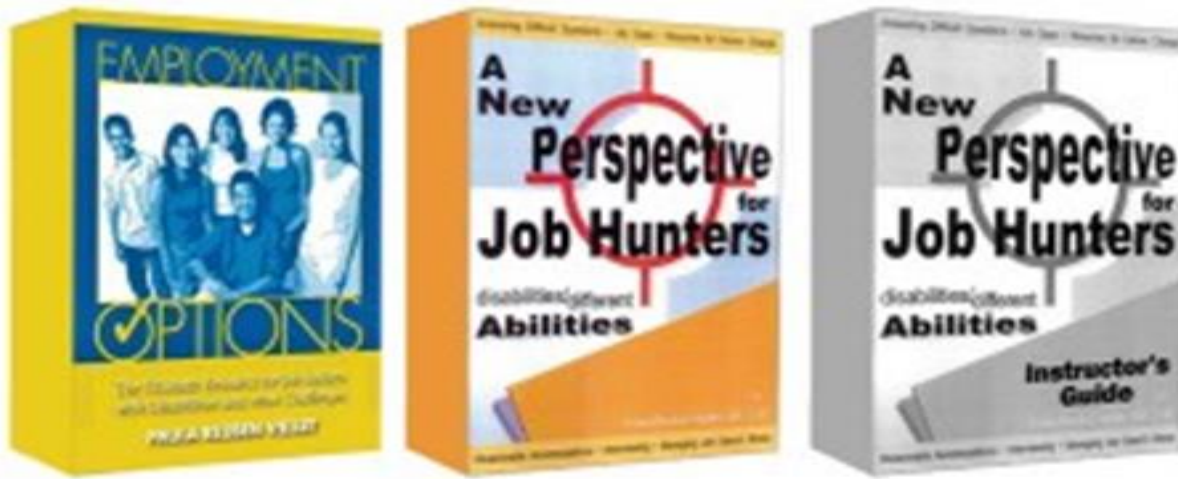
For More Information

Visit our website

[MyEmploymentOptions.com](http://MyEmploymentOptions.com)

For any major technical questions: email [Lori@  
ladler@MyEmploymentOptions.com](mailto:Lori@ladler@MyEmploymentOptions.com)

# Resources



***EMPLOYMENT OPTIONS: The Ultimate Resource for Job Seekers with Disabilities and other Challenges***

**by Paula Reuben Vieillet**

**<http://myemployeroptions.com/resources/>**

# Questions?



HELP

Many of you submitted great questions with your registration. We will go over a few of those now!



Thank You!

Thank you for attending our free webinar!

Have a Great Day!